



# THE FOX THEATRE INSTITUTE

## 2018-2019 Urgent/Emergency Needs Grant Application

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### GRANT DESCRIPTION

Urgent or Emergency support is available to historic theaters and related structures in emergency situations, when immediate and unanticipated work is needed to save a historic structure. Awards are not given in instances of obvious demolition by neglect of either private or public ownership. Examples of urgent or emergency needs include:

- Fire or water damage.
- Natural disasters.
- General disrepair posing a threat to the structure or architectural integrity.
- Imminent demolition.
- An option to purchase a structure (temporary or long-term), especially if a structural change or possible demolition are evident.

### ELIGIBLE APPLICANTS

In order to be eligible for grant funding, properties must be:

- Owned by a public agency, 501(c)(3), or other nonprofit organization.
- 50 years or older and/or:
  - Listed on the National Register of Historic Places.
  - Listed as a National Historic Landmark.
  - Contributing resource to a National Register Historic District.
  - Listed as a contributing resource to a local historic district.
  - Eligible for any of the above.

### IMPORTANT INFORMATION

- These grants can range up to \$50,000.
- A cash match is not required for these projects – however, a grant award from the Fox Theatre Institute could be used as leverage to other committed support.
- If the building is not owned by the applicant, a certified letter of consent from the actual property owner is required to apply for funding.

## APPLICATION TIMELINE

- Applications for the 2018-2019 Fox Theatre Institute Urgent/Emergency Grant Program can be sought and awarded on a rolling, as-needed basis.
- A site visit could be conducted at the discretion of the Fox Theatre Institute staff, but is not required at the onset of the grant award. The award final payment will require a final site visit either by an FTI staff member or an appointed consultant participating on the behalf of FTI.
- If a site visit occurs at the commencement, then a notification of the grant award will be sent within 30 days of that initial visit.

## GRANT CONDITIONS

- To the greatest extent possible, any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. A copy of these may be found at <https://www.nps.gov/tps/standards.htm>.
- At least three (3) competitive bids/quotes must be obtained for any procurement of services that exceed \$10,000. This provision applies only to portions of the project supported by the grant fund from the Fox Theatre Institute.
- The Fox Theatre Institute may request additional organizational information if needed to support the grant application and/or contract at their discretion.
- Grant recipients are required to sign a contract agreeing to the conditions of the FTI program.
- Grant projects must be completed within six (6) months of the grant notification date. Failure to complete the project in this timeframe may result in the cancellation of the grant.
- Grant funding will be issued upon proof of completion of the contract's scope of work.

## GUIDING CRITERIA

Applicants should be able to speak to the following:

- The historic significance of the property to be assisted and evidence of community support.
- The need for funding and the urgency of the project or the long-term objectives or impact of the project.
- Increased cultural and/or economic impact for the community.
- Involvement of collaborations and partnerships that leverage additional public and private investment.
- The adequacy of plans to meet the current needs and for the future care and maintenance of the theater or the continuation for the activity for which grant support is requested.

## HOW TO APPLY

The Fox Theatre Institute suggests an initial phone call or if possible an in-person meeting to review the project, specific needs, and to obtain guidance on your grant application.

The following items are required for your application submission:

1. Completed copy of application form, narrative, and enclosures as follows.
2. Signed Certification form.
3. Up to ten high resolution digital images (minimum 300 dpi) with caption and credit information. Applications must include at least one overall view of the property. Images should be saved as individual files to a flash drive and no Word or PDF images will be accepted.
4. A list of the applicant organization's current board, including officers and professional and civic affiliations.
5. Applicant's IRS determination letter of tax-exempt status or sponsor. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing.
6. Qualifications of any consultants, project managers, or personnel administering the project.
7. One sample of promotional material for your organization.
8. Three letters of endorsement (e.g. from community leaders, government officials, and historic preservationists).
9. Budget breakdown that outlines proposed expenses and revenue for the project.
10. One or two historic property planning documents or research if available.



# THE FOX THEATRE INSTITUTE

## 2018-2019 Urgent/Emergency Needs Grant Application Form

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### CONTACT INFORMATION

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Executive Director:

Name \_\_\_\_\_

Executive Director E-Mail \_\_\_\_\_ Executive Director Phone \_\_\_\_\_

Primary Contact (if different from Executive Director):

Name \_\_\_\_\_

Title \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

### GRANT AMOUNT REQUESTED

Please indicate the amount of grant money requested from the Fox Theatre Institute Urgent/Emergency Needs Grant Program. Please note that grants may not exceed \$50,000.

**Amount Requested:** \_\_\_\_\_

### Summary of the Need/Project: (5-page maximum)

Provide a brief summary of the historic structure, an overview of the organization responsible, the community in which the project is located, the urgent or emergency need(s) and projected outcomes and benefits if the urgent or emergency need is addressed.

### Projected Timeline

Provide a general timeline of the actions to be taken to meet the need.

# PROJECT BUDGET

Include estimated expenses and any other income or resources available toward meeting the urgent or emergency need for this project using the categories provided below. Only include eligible expenses.

## ELIGIBLE EXPENSES

- Fees for consulting services
- Project related building materials
- Project related labor costs
- Catering, food and beverage, entertainment
- Expenses incurred prior to award date

## INELIGIBLE EXPENSES

- Staff or faculty salaries
- Organizational overhead costs

## CASH EXPENSES

- |  |       |
|--|-------|
| 1. Professional Fees (architectural or preservation planning services) | _____ |
| 2. Cost of Materials/Supplies  | _____ |
| 3. Cost of Labor   | _____ |
| 4. Other (please specify)  | _____ |
| 5. TOTAL CASH EXPENSES (sum of lines 1 -4)                             | _____ |

## CASH INCOME

- |  |       |
|--|-------|
| 6. Earned Income   | _____ |
| 7. Corporate Support   | _____ |
| 8. Foundation Support  | _____ |
| 9. Other Private Support                                       | _____ |
| 10. Government Support (federal, state, city, county)          | _____ |
| 11. Application Cash (from endowment, interest, cash reserves) | _____ |
| 12. Total CASH Income (sum of lines 6 – 11)                    | _____ |
| 13. Fox Theatre Institute grant funds requested                | _____ |
| 14. TOTAL INCOME (sum of lines 12 and 13)                      | _____ |

## BUDGET BREAKDOWN

Please attach a detailed breakdown for ALL figures provided above for this project using the same categories as listed above.

- In the expenses section, please break down all expenses over \$2,500.
- In the income section, please list with an asterisk (\*) confirmed funding.
- In the income section, list separately any contribution over \$2,500 from corporate, foundation, government or private sources. Provide the name of the funder and the amount provided/requested.

## CERTIFICATION

Name of Organization \_\_\_\_\_

☐ I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the Fox Theatre Institute Grant Program if a grant is awarded as a result of this proposal.

Executive Director Name \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date (M/D/YY) \_\_\_\_\_

☐ I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the Fox Theatre Institute Grant Program if a grant is awarded as a result of this proposal.

Board Chair/President Name \_\_\_\_\_

Board Chair/President Signature \_\_\_\_\_ Date (M/D/YY) \_\_\_\_\_

## CHECKLIST

To ensure that your grant proposal is complete, please make sure you have included the following:

- ☐ Completed copy of application form, including project summary and details.
- ☐ Photos of property showing exterior and interior (if possible) and project location.
- ☐ The applicant should also submit one, concise PDF scanned copy of the application on a flash drive, including appropriate photos.
- ☐ List of the applicant organization's current board of directors.
- ☐ IRS determination letter.
- ☐ Qualifications and or job descriptions for key project personnel and consultants.
- ☐ One sample of promotional material for your organization.
- ☐ Three letters of support.
- ☐ Budget Breakdown.
- ☐ One or two historic property planning documents if available.
- ☐ Check this box if this property listed on the National Register of Historic Places or is a contributing resource to a National Register District.
- ☐ Check this box if the property contributes to a local historic district.
- ☐ Check this box if your city or county is a Georgia Certified Local Government.
- ☐ Check this box if your city is an active part of the Georgia Main Street Program through the Georgia Department of Community Affairs
- ☐ Check this box if your theatre or performing arts center is a current member of Georgia Presenters.

## APPLICATION

Completed applications should be returned to:

The Fox Theatre Institute  
Attn: Ms. Leigh Burns, Director  
660 Peachtree Street NE  
Atlanta, GA 30308

Please direct questions to [Maggie.Fuller@foxtheatre.org](mailto:Maggie.Fuller@foxtheatre.org) or 404-881-2023.